



## Set Up Your Online Recreation Account Today!

- Register online for activities or reserve a facility **anytime, day or night!**
- **It's Easy.** Create your account in about 5 minutes!
- **It's Free.** No cost to create an account!

To get started, simply click the link below

Go to online registration now: [Click Here](#)

## Step 1: Create your account

**Please Note:** A Parent or Guardian must create the account with their own personal information **BEFORE** adding children to the account.

**1. Click on the button "New Account"**

**2. Begin by entering your name and residential address.**

Please enter your mailing address also.

Check the box "Yes!" if you would like to receive mailings from the Town of Scituate Recreation Department.

**3. Provide contact information.**

Please provide your Home or/and Cell numbers. Enter your valid email address.

**4. Sign up for Optional Offers from Active Network**

Check the boxes if you would like to receive these marketing offers.

**5. Subscribe to Emails from the Town of Scituate Recreation Department.**

Click the box "Yes" to keep up with all the latest news and offerings.

Check the box "young people" if you would like to receive our summer newsletter.

**New Account**

**Name**

First\*  Middle  Last\*

**Mailing Address**

Street\*

Line 2

City\*, State\*, Zip Code\*

☒ Yes! Please mail me periodic updates.

**Contact Information**

Phone\* Primary: (  )  Ext

Secondary: (  )  Ext

Email Address\*  This email address will be used to activate your account.

Re-enter Email Address\*

Additional Email Address  (Receive emails as back-up except receipt emails and account security emails)

**Offers from The Active Network**

**Sign me up for News and Offers!**

☐ Active Offers Special offers and discounts from select Active partners

☐ Local Events Semi-monthly listings of upcoming sports and activities near you

☐ Active Insider Stay informed on your favorite activities

**Emails and Subscription Lists**

☐ Yes! Please email me periodic updates.

**Subscriptions Lists:**

☐ Young People  
Weekly summer newsletter

## 6. Provide emergency contact information.

Why? If you experience an emergency at our facilities, this provides a way for us to contact someone quickly!

## 7. Provide all Personal Information including any medical alerts, special needs or disabilities your child may have.

## 8. Set up your account online.

- Create a login name (or use your email address). Write these down in a safe place.
- Create a password using only regular letters and numbers without spaces. Your password is **case-sensitive**. For example, "johndoe" is not equivalent to "JohnDoe."

## 9. Accept Terms of Use and Finish!

- Scroll through the Terms of Use and read them.

**Note: You won't be able to check the box to acknowledge consent unless you scroll through the Terms of Use.**

*Please add other family members to the account now.*

*Note: you will receive an email to activate your account. You will need to activate your account before registering for activities or reserving facilities*

### In case of emergency, contact:

If possible, the emergency contact should NOT be the parent or guardian. \*Please Note:

#### 1st Contact

Contact First Name\*  Last Name\*

Relation\*

Phone\* Home: (  )  Ext

Other: (  )  Ext

#### 2nd Contact

Contact First Name  Last Name

Relation

Phone Home: (  )  Ext

Other: (  )  Ext

### Personal Information

Role in Family

Gender\*

Date of Birth\* Month  Day

Users must be 13 years of age or older

Customer Type\*

Medical Alert

### Questions

Please list any medical conditions, concerns or allergies.\*  
If none, please enter n/a.

Please, provide the name of your Medical Insurance Carrier.\*

Please provide Medical Insurance Policy Number\*

### Security Information

Login Name\*

☐ Use email address as login name?

Password\*

Re-enter Password\*

☐ I ACKNOWLEDGE THAT I HAVE CAREFULLY REVIEWED AND CONSENT TO THE [TERMS OF USE](#)

**Submit & Add Family Member**

## Step 2: Register for Activities

1. Click on the button “Register Now” to go to the activity list

2. Choose an activity from the list by clicking the program name.

3. After reviewing program information, click on “Add to my Cart”.

4. If you’re not signed in, enter the Login and Password that you used to create your account.

*Note: If you don’t remember your password, click on “Forgotten?” and enter your email address to retrieve a new password.*

5. Choose a participant from the drop down menu and click “Continue”.

*Note: if you have any special requests or comments for our staff, please write them down in the box below.*

6. Review your online shopping cart then click “Continue”.

If there is a mistake click “Cancel”.

Register Now

Sort by Activity Name

Activity Name	Number	Age
<a href="#">Adult Executive Kung Fu Friday</a>	177	18 and up
<a href="#">Adult Executive Kung Fu Wednesday</a>	153	18 and up

To add this activity to your shopping cart, click 

Add to my Cart

Already have an Account?

Login With: ☒ Login ID/Customer # ☐ Email ☐ Pass #

Login ID:

Password:

[Forgotten?](#)

☐ Remember me on this computer?

Sign-In

Need an Account?

Create New Account

Please choose a participant. If you need to modify your personal or family member / friend information, click [My Account](#)

▼ **Bearly Big Childcare - 10 Punch Pass, begins Fri, Aug 5 8:45am**

Select a Family Member / Friend from the list below.

If the name of the participant does not appear in the list, click [Add Family Member / Friend](#)

Participant ▼

Comments/Requests for Staff

**Fees / Discounts**

Enter coupon code 

Apply

Include?	Description	Quantity	Unit Fee	Total Price
<input checked="" type="checkbox"/>	Session Fee	1	\$25.00	\$25.00
<input checked="" type="checkbox"/>	I: Front Desk Administration Fee	1	\$1.00	\$1.00
<input checked="" type="checkbox"/>	I: Internet Transaction Service Fee Reversal	1	(\$1.00)	(\$1.00)
<b>Sub-Total Per Participant:</b>				<b>25.00</b>
<b>Quantity:</b>				<b>1</b>
<b>Sub-Total:</b>				<b>25.00</b>
<b>Total:</b>				<b>25.00</b>

When you are finished, click 

Continue

**7. Review your activity choice once more.** If there are mistakes, select "Edit" to re-enter the information. You can also "Add Additional Participants" from your account, and "Remove" activities.

Click "All done! Proceed to checkout"

Description	Action		
<a href="#">Breck Skating School Intermediate Adult Tues (S#2), # 3181</a>	<a href="#">Edit</a> <a href="#">Add Another One</a> <a href="#">Remove</a>		
Starts: Tuesdays, Nov 1-Dec 6, 6:00-6:30pm, Indoor Ice Rink at <a href="#">Stephen C. West Ice Arena</a>			
Fees/Discounts	Qty	Unit Fee	Total Price
Session Fee	1	\$25.00	\$25.00
I: Front Desk Administration Fee	1	\$1.00	\$1.00
I: Internet Transaction Service Fee Reversal	1	(\$1.00)	(\$1.00)
Sub-Total Per Participant:			\$25.00
Places Requested:			1
Sub-Total:			\$25.00

[All done! Proceed to checkout >>](#)


**8. On the final payment page, enter your initials where asked.** You must read the Liability Waiver in order to continue. Click the *I Acknowledge* box to indicate you have read it.

Waiver Information	
Agree to Waiver	Required
Initials: <input type="text"/>	Yes

**9. Complete the payment by entering your credit card and billing information.** Please confirm your age and click the box.

Click "Continue" to Finish.

Form of Payment	
<input checked="" type="radio"/> Credit Card	Credit Card Type: <input type="text" value="Visa"/> Card Number: <input type="text"/> Card Expiration: <input type="text" value="Month"/> <input type="text" value="Year"/> Security Code: <input type="text"/> <a href="#">What is my Security Code?</a>
<input type="radio"/> Electronic Check	Account Type: <input type="text" value="Checking"/> Account Number: <input type="text"/> Routing Number: <input type="text"/>

 E-Check is EASY!  
Click for instructions

## Step 3: Reserve a Facility

1. Click on the button “Request a Facility” to go to the reservations page

2. Click on the button to “Reservation Request”.

3. If you’re not signed in, enter the Login and Password that you used to create your account.

*Note: If you don’t remember your password, click on “Forgotten?” and enter your email address to retrieve a new password.*

4. Choose an event type from the drop down menu, provide a description, indicate the number of guest and click “Continue”.

5. Choose the facility and location for your event, then click “Continue”.

*Note: You can always go back to a previous step by clicking the button “Go Back” at the bottom of the page*

6. Check the facility you would like to reserve and click “Continue”.

### Request a Facility

Reserve Facility
Reservation Requests

To request facility reservations, first login with your username and password then search by the area, type, location, or amenity of the facility you would like to reserve. Fill in all applicable criteria that follows to complete the reservation.

**Already have an Account?**

Login With: ☒ Login ID/Customer # ☐ Email ☐ Pass #

Login ID:

Password:

Forgotten?

☐ Remember me on this computer?

Sign-in

**Need an Account?**

Create New Account

**▼ Reservation**

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

Event Type Carter Park Pavilion Entire

Description  (e.g., Johnson Wedding)

Maximum Number of Guests 0

**▼ Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

Any Facility

Carter Park Pavilion - Entire

Carter Park Pavilion - Inside Only

Carter Park Pavilion - Patio Only

The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input type="checkbox"/>	6	0	<a href="#">Carter Park Pavilion - Inside Only</a>	Facility	Minute	<a href="#">Carter Park</a> South end of High St Breckenridge, CO, US 80424 (970) 547-3119

When you have selected the facilities/equipment to try to reserve, click Continue

7. Specify the date and time when you would like to reserve the facility and click "Continue".

8. You will need to indicate the days on which you event occurs and click "Continue"

9. Review the dates once more. If there are mistakes, select "Go back" at the bottom of the page.

Click "Continue"

10. Review the facility once more and click "Continue".

11. Enter your initials where asked and answer additional questions about your event.

Click "Continue".

12. Review your reservation one last time and click "Continue".

▼ **Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number are the same.)

Begin Date

-- AND --

Number of Weeks

-- OR --

End Date

Monthly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fourth		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▼ **December, 2011**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 8:00 am 6 hours	19	20	21	22	23	24
25	26	27	28	29	30	31

Request	Name	Type	Location	Deposit
<input checked="" type="checkbox"/>	Carter Park Pavilion - Inside Only	Facility	Carter Park South end of High St Breckenridge, CO, US 80424 (970) 547-3119	300.00
<a href="#">Select All</a> <a href="#">Deselect All</a>				

▼ **Select Checklist Items**

Agree to Waiver	Required	Description
Initials: <input type="text"/>	Yes	<a href="#">Carter Park Pavilion Waiver</a>

Carter Park Pavilion - Inside Only at Carter Park

#	Day	Date	Time
1	Sunday	Dec 18, 2011	8am to 2pm

If the above dates and times are correct, click [Continue](#)

**13. Complete the payment by entering your credit card and billing information.** Please confirm your age and click the box.

Click “Continue” to Finish.

Form of Payment

Credit Card ☒

Credit Card Type

Card Number

Card Expiration


Security Code  [What is my Security Code?](#)

Electronic Check ☐

Account Type

Account Number

Routing Number

  
E-Check is EASY!  
Click for Instructions

☐ I am 13 years of age or older

(Federal law prohibits anyone under the age of 13 from submitting payment.)